

# CITY OF FAYETTEVILLE

invites your interest in the position of

## DIRECTOR OF DEVELOPMENT SERVICES



# FAYETTEVILLE, ARK. DIRECTOR OF DEVELOPMENT SERVICES

**The City of Fayetteville is seeking a Director of Development Services for a new, exciting opportunity.**

## ABOUT THE CITY

As the third largest and fastest growing city in Arkansas, Fayetteville is packed full of opportunity. We're a diverse city of families, students, artists, professionals, outdoor enthusiasts and more. Fayetteville has a current city population of 80,600 and is nestled in the beautiful Ozark Mountains. Fayetteville is located in Northwest Arkansas and the region is centered around the four large cities along the Interstate 49 corridor: Bentonville, Rogers, Springdale and Fayetteville. The NWA region is home to the headquarters of Walmart, Tyson Foods and J.B. Hunt Transport Services. The population of NWA is approximately 513,559 residents.

Northwest Arkansas offers amenities that rival many major metropolitan areas. These include: Crystal Bridges, a world-class museum of American art; expansive and diverse shopping; a minor league baseball team; and two world-class performance theaters. Fayetteville is home to one of the premier Southeastern Conference educational institutions, the University of Arkansas, and its nationally competitive collegiate sports teams.

The attractive quality of life of the Northwest Arkansas region is a result of the fruits of economic development in the region and smart investments in the community vitality of the region. Because of its progressive business community, Fayetteville is a place for people to not only visit and work, but also to live, play and thrive. More information about economic development in Fayetteville can be found on the Startup City of the South website and in the Fayetteville First Plan.

## CITY ORGANIZATION

The City of Fayetteville operates under a stable Mayor-Council form of government. The City Council is composed of eight council members and a Mayor. Two council members are elected in each of Fayetteville's four wards by city voters and are directly responsible to the people. Four council members are elected at one municipal election and four council members at the next municipal election. The term of office for a council member is four years and a council member may serve an unlimited number of terms. The City Council is the legislative and policy-making body of the city government with the Mayor being the Chief Executive Officer. As CEO, the Mayor has a statutory duty to oversee the enforcement of city policies, ordinances, administrative rule, and State laws, as well as to direct city offices and employees to discharge their duties. The Mayor provides community leadership. The Mayor is responsible for submitting an annual budget to City Council appropriating funds for government operations. The Mayor also administers the annual work program approved by City Council.

The Office of the Mayor must create a balance of city services, recognizing the changing needs of the community and the desires of the citizens while maintaining financial stability. The Mayor is elected during the presidential election year for a four year term and can serve an unlimited number of terms.

The City of Fayetteville is a full-service local government providing the following internal and external services: Mayor's Administration, City Council, City Attorney, City Prosecutor, City Clerk/ Treasurer, Fayetteville District Court, Library, Chief of Staff, Human Resources, Internal Audit, Sustainability and Resilience, Police, Central Dispatch, Fire, Parks & Recreation, Finance & Internal Services, Development Services, Communications & Marketing, Transportation Services and Utilities.

The total 2017 City budget is \$155.16M and the General Fund budget is \$43.16M. There are 789 FTE City employees.

# FAYETTEVILLE, ARK. DIRECTOR OF DEVELOPMENT SERVICES

## WORKFORCE ATTRIBUTES

Self-Motivation  
Accountability  
Creativity  
Adaptability  
Empathy  
Customer Service  
Optimism  
Innovation  
Commitment  
Values Diversity  
Ethical Behavior  
Continuous Learner



## CITY CULTURE

The City of Fayetteville is committed to increasing citywide awareness on how to live a longer, healthier and happier life by providing wellness opportunities to City Employees. We have been awarded the Gold Achievement for Fit-Friendly Worksites and are recognized as a Healthy Vending City by the American Heart Association.

### Employee Perks:

- Free 24/7 access to the City Gym
- Membership available at the Fayetteville Public School Fitness Center
- Membership available at UARK Federal Credit Union
- Wellness Benefits including a Wellbeing Day
- Employee Assistance Program: free confidential counseling and referral service.



This workplace has been recognized by the American Heart Association for meeting criteria for employee wellness.



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## UNIVERSITY OF ARKANSAS

The University of Arkansas is located in the hilly northwest corner of Fayetteville, Ark., and overlooks the Ozark Mountains. Some of the nation's best outdoor amenities and most spectacular hiking trails are within a short drive of campus. The University of Arkansas (U of A) is a top research institution in the nation and is also known for its successful SEC sports programs. The U of A is consistently ranked among the nation's top public research universities and as a best value university for students. The Carnegie Foundation classifies the university as having "the highest possible level of research," placing it among the top 2 percent of colleges and universities nationwide.





# AWARDS AND RECOGNITION



Award	Place #	Given By	Year
Best Place to Live	5	US News & World Report	2017
Best Places for Business and Careers	24	Forbes	2016
Silver Bicycle Friendly Community	-	League of American Bicyclist	2016
Best Affordable Places to Live	1	US News & World Report	2016
Best Place to Live	3	US News & World Report	2016
Tree City USA	-	Arbor Day Foundation	2015
Best College Town in the Nation	4	Livability.com	2015
Best College Town in the SEC	1	Livability.com	2015
Top 100 Best Places for Businesses & Careers	23	Forbes	2015
Small City Population Digital Cities	2	Center for Digital Government	2015



# THE IDEAL CANDIDATE WILL:

-Perform supervisory responsibilities which may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Carry out supervisory responsibilities in accordance with the City's policies and applicable laws.

-Administer and supervise the divisions of Engineering, Community Resources/Code Compliance, City Planning, Building Safety and Animal Services, as a full-service permitting, development and code compliance department. Primary program and division responsibilities which include: in-house engineering design services consisting of surveying, drafting, design, bidding and construction management programs; management of CIP and Transportation Bond Program, multi-use trail and sidewalk programs; administration of Community Development Block Grant and compliance with local and federal (HUD) regulations; administration and interpretation of zoning/development ordinances; protection of the health, safety and welfare of citizens as it relates to buildings in the city; and enforce and administer animal services, shelter and adoption programs, etc.

-Development Ombudsman – Responsible for defining and refining the development review process utilized by staff, the Planning Commission and the City Council to review and approve zoning/development items. Coordinate staff review process and resolve conflicts which cross departmental and divisional areas of responsibility. Coordinate a comprehensive and on-going review and update of zoning and development regulations.

-Independently manage and coordinate key projects with a budget, make recommendations in collaboration with administration on strategic investment opportunities, work with the Office of Economic Vitality, etc.

-Attend City Council meetings and provide recommendations to the Mayor and Council on policy/ordinance items during Council and Committee meetings, relative to Planning, Engineering, Code Compliance, Community Resources, Building Safety and Animal Services divisions.

-Develop and implement policies and procedures designed to facilitate the effective and efficient conduct of the development services the City offers.

-Coordinate efforts between departments and divisions to evaluate development and land use applications and to enforce current ordinances through investigation and prosecution. Supervise staff to maintain efficient and consistent daily operations, especially through the development review process.

-Develop new ordinances to meet goals and policies set forth by the Mayor and City Council and make recommendations regarding policy decisions based on research, analysis and sound planning principles.

-Prepare and administer annual budget for department, review and approve operations and capital budget submissions for divisions within Development Services department.

-Perform other related duties as assigned.

-Secondary duties and responsibilities include visiting and visually or physically inspecting construction project sites.

# QUALIFICATIONS OF THE IDEAL CANDIDATE:

-Bachelor's degree from a college or university and ten years of relevant experience with a minimum of five years of management experience. Master's degree preferred.

-Must possess a valid driver's license.

-This position serves as a key member of the organization's leadership team and must possess the ability to contribute to the development of new concepts and principles and participate in problem solving complex issues.

-Skill in effective, clear and persuasive oral and written communication, often under complex conditions that require good judgment.

-Must possess public presentation skills to provide presentations to staff, the public, and City Council in a clear, effective manner.

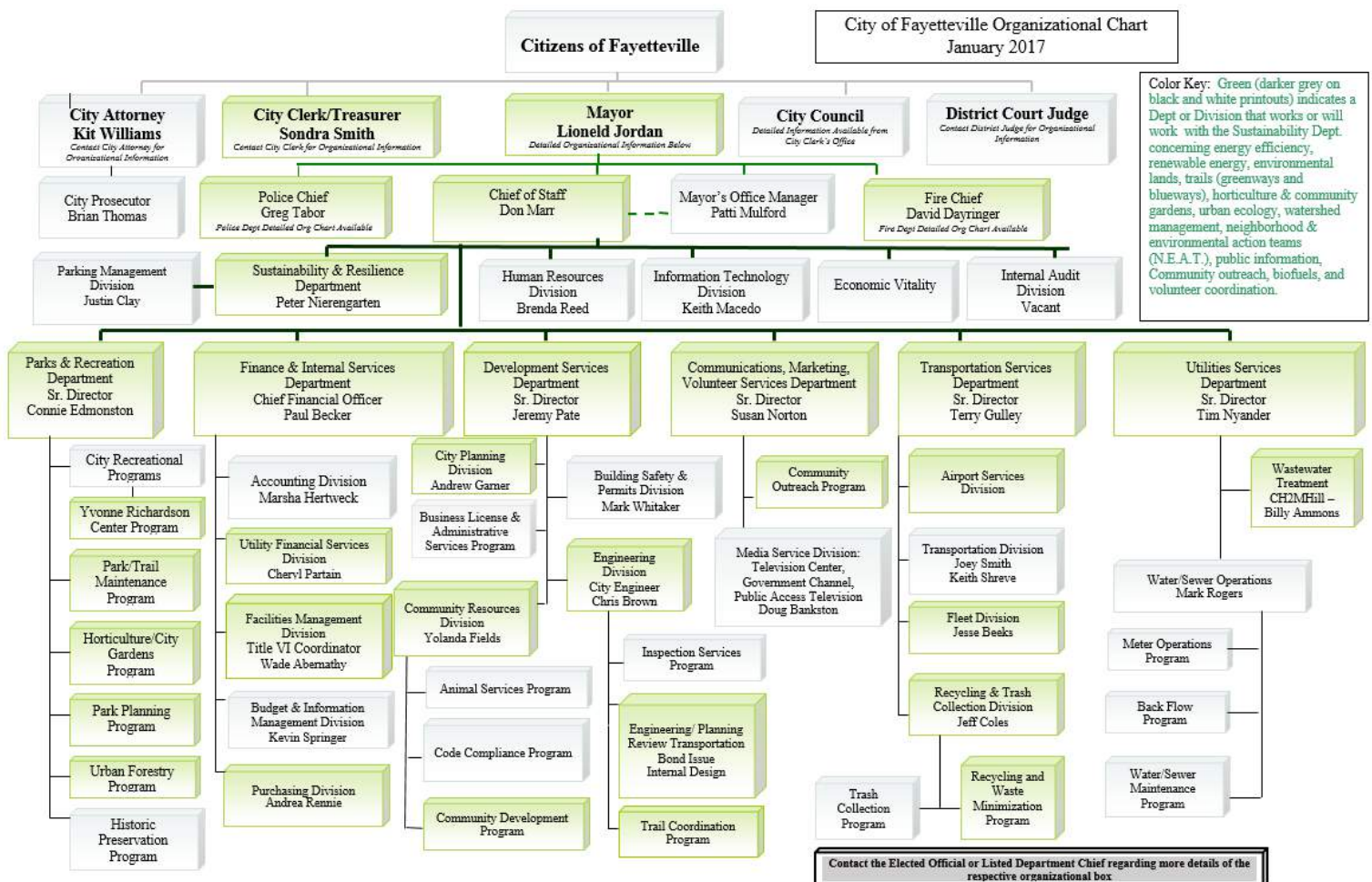
-Ability to interpret a variety of city, county, state and federal laws, making decisions and taking action quickly.

-Must be proficient in the use of a computer and other related software programs. Must be able to effectively operate standard office equipment.

-While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities to accomplish computer and office work.

-While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; fumes or airborne particles; outside weather conditions and risk of injury by visiting various project locations, operational departments, equipment demonstrations and construction sites.

## CITYWIDE AND DIVISION ORGANIZATIONAL CHARTS



# COMPENSATIONS, BENEFITS AND HOW TO APPLY

## SALARY

The salary range for this position will be dependent upon the experience and qualifications of the successful candidate. The starting salary will be in the range of \$72,342 to \$131,664. The City of Fayetteville offers employees an excellent fringe benefit package. This position will remain open until filled. Interested candidates are encouraged to apply as soon as possible, as applications will be reviewed as they are received prior to a City selection process. To be considered for this career opportunity as the Director of Development Services, attach a resume that includes length of time in each position, current salary, and four references to your online job application.

## BENEFITS

The City of Fayetteville is proud to offer a comprehensive benefits package to eligible employees. The City provides affordable healthcare coverage plans that include medical, dental, vision, and medical reimbursement accounts as well as Retirement Savings Plan options for eligible employees. Regular full-time employees are eligible for 12 paid holidays a year and start with 10 vacation days per year. Regular full-time employees are eligible for 12 sick days a year, 3 days for bereavement leave, and 16 hours per year of Professional Development. Employees are also eligible for 1 paid Wellbeing Day per year.

## CONTACT

For further information, please contact:

Human Resources Department  
Fayetteville City Hall  
113 W. Mountain St.  
Fayetteville, AR 72701  
479.575.8278  
[www.fayetteville-ar.gov](http://www.fayetteville-ar.gov)

Link to Apply:  
<http://www.fayetteville-ar.gov/1608/Current-Job-Openings>

The City of Fayetteville is an EEO/AA employer that seeks to employ qualified persons without regard to race, color, religion, gender, national origin, age, sex, marital status, disability, veteran status, sexual orientation, gender identity or any other characteristic protected by law. We strive to ensure all employees a discrimination-free workplace and have a strong commitment to affirmative action and equal opportunities. We value and encourage diversity in our workforce. All applications are subject to potential public disclosure under the Arkansas Freedom of Information Act.